

**CITY OF GOODYEAR  
CITY COUNCIL ACTION FORM**

<b>SUBJECT:</b> Public Hearing to consider the submittal of a HOME application and Resolution No. 03-901 Authorizing the submittal of a HOME application for FY 2004-2005	<b>STAFF PRESENTER:</b> Janeen K. Hollomon <b>COMPANY</b> <b>CONTACT:</b> Maricopa County Community Development Department
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**RECOMMENDATION:**

1. City Council conduct a Public Hearing to consider the submittal of a HOME application to the Maricopa County Community Development Department for the purpose of providing rehabilitation services within the Historic Goodyear Area.
  - A. Open Public Hearing
  - B. Staff Presentation
  - C. Receive Public Comment
  - D. Close Public Meeting
  - E. Council Action
2. City Council adopt Resolution 03-901 authorizing the City of Goodyear to submit a HOME application for a Housing Rehabilitation Program, and authorizing the City Manager to execute all documents relating to this application. Adoption of the document is necessary because the deadline for the HOME Funds is due on December 19, 2003. The City of Goodyear has participated in the housing rehabilitation program for over 10 years under the Community Development Block Grant. Due to new policy the CDBG funding is no longer available for housing rehabilitation and therefore staff is submitting this application under the HOME fund guidelines.

**HISTORICAL IMPACT:**

Over the past 10 years the City has received approximately 1.4 million dollars of CDBG funds for implementing a housing rehabilitation program for low to moderate income families in owner-occupied dwelling units within areas of the City. This funding has improved housing standards for 68 families in the Historic Goodyear area and one family in the Canada Village area.

**BENEFITS:**

- 1) Renovations to homes will help reduce utility bills for persons with low to moderate incomes. This will also help the City save resources, such as water and electricity.
- 2) This program will continue to increase the value of the Goodyear Historic Area, which will result in improved maintenance and a sense of community.

## **DISCUSSION:**

For the past 10 years the City of Goodyear has taken an active role in improving the Historic Goodyear area through the Community Development Block Grant Rehabilitation Program. The first Housing Rehabilitation Program took place in 1994. At that time the City determined that there were approximately 255 substandard homes within the City of Goodyear. The City made a commitment to the community to improve these homes for those persons with low to moderate incomes. There have been 69 homes that have received services within the City of Goodyear.

This fiscal year the HUD program will no longer allow Housing Rehabilitation Programs to receive Community Development Block Grant (CDBG) funding. However, they are allowing Rehabilitation Programs to be funded through HOME funds. HOME funds differ from the CDBG funds because they require a City match of 25% and they allow for a longer span of time to implement the program.

Based upon the current interest in the program and the visual improvement to the target area, Staff recommends that the City request \$60,000.00 and match those funds with \$15,000.00 to complete the rehabilitation of 2-3 homes in the Historic Goodyear Area. The City typically requests \$190,000 of CDBG funds. This year the grant amount is drastically decreased because the City will have to match the funds with 25% of the requested amount.

The Housing Rehabilitation program assists the City in its goal of enhancing the quality of life for its citizens by improving the housing stock of the community. The Program also supports the Council's goals of maintaining and improving established neighborhoods. Rehabilitation services focus on ensuring that houses are brought up to current building code standards, i.e. electrical and plumbing; and more energy efficient homes including double pane windows and insulation.

HOME funding projects must directly benefit low to moderate-income families. The City is required to demonstrate compliance with the HOME regulations in regard to benefited individuals. The 2000 Census data determined that 67% of the residents in the Historic Goodyear area are low to moderate income.

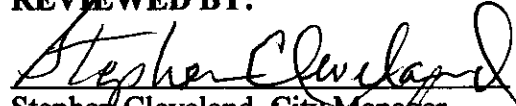
A public hearing is required prior to the submittal of the HOME application. The City Council may act on the proposed resolution authorizing the submittal of this grant application upon completion of the public hearing. The public hearing was posted in City Hall Building on November 11, 2003. Grant applications must be submitted to Maricopa County Community Development by December 19, 2003.

### **FISCAL IMPACT**

Maricopa County Community Development Department requires 100% encumbrance when 18 months (December 31<sup>st</sup>) have elapsed from the beginning of program year (July 1<sup>st</sup>) and expenditure of all funds within three years. Because matching funds in the amount of \$15,000.00 were not allocated in the Goodyear CIP for this year it may be allocated for next year and still be within the time frame mandates of the HOME program.

Staff is requesting at this time that City Council budget for the amount of \$15,000.00 to be allocated for the HOME match for program year 2003-2005 during the FY04-05 budget year.

**REVIEWED BY:**

  
Stephen Cleveland, City Manager

  
Grant Anderson, Deputy City Manager

  
Jim Oeser, City Attorney

  
Larry Price, Finance Director

**PREPARED BY:**

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Janeen K. Hollomon, Planner I

  
Harvey Krauss, Community Development  
Director

RESOLUTION NO. 03-901

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF GOODYEAR, MARICOPA COUNTY, ARIZONA AUTHORIZING THE CITY TO SUBMIT AN APPLICATION TO THE MARICOPA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT FOR HOME FUNDS AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS RELATING TO SAID APPLICATIONS.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOODYEAR, MARICOPA COUNTY, ARIZONA, as follows:

SECTION 1. The City hereby authorizes to submit an application to the Maricopa County Community Development Department for HOME funds for the "Goodyear Rehabilitation" program in the amount of \$60,000.00. If this grant application is approved the City will enter into a Management Implementation Agreement (MIA) with the County to implement this housing rehabilitation program.

SECTION 2. The City Manger is hereby authorized to execute all documents relating to this application.

PASSED AND ADOPTED by the Mayor and City Council of the City of Goodyear, Arizona, this 15<sup>th</sup> day of December 2003.

\_\_\_\_\_  
James M. Cavanaugh, Mayor

ATTEST:

\_\_\_\_\_  
Dee Cockrum, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jim Oeser, City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA       )  
                                      ) ss.  
County of Maricopa       )

I, the undersigned Dee Cockrum, being the duly appointed, qualified City Clerk of the City of Goodyear, Arizona, certify that the foregoing Resolution 03-901, passed and adopted at a City Council Meeting of the Council of the City of Goodyear, Maricopa County, Arizona held on the 15<sup>th</sup> day of December, 2003, at which a quorum was present and, by a \_\_\_\_ vote, \_\_\_\_ voted in favor of said ordinance.

Given under my hand and seal, this \_\_\_\_ day of \_\_\_\_\_, 2003.

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City Clerk

**City of Goodyear  
Program Design  
GOODYEAR HOUSING REHABILITATION PROGRAM**

**Program Goal**

The primary goal of the City of Goodyear's housing rehabilitation program is to improve the housing stock for low to moderate-income families residing within the target area. This includes upgrading the houses of qualified homeowners to current building code standards and to promote energy conservation. The City uses energy saving/cost efficient building materials, such as dual pane windows with argon gas, foam, and stucco on all exterior walls and installation of the thermostatically controlled master cooler and/or gas pack furnace air conditioning units.

Other program goals include significantly improving the living conditions of low-to moderate-income homeowners, as well as enhancing the aesthetics of the neighborhood. There are four primary objectives to these efforts (1) to stabilize and enhance the neighborhood; (2) to provide safe, sanitary, energy efficient housing for low to moderate income homeowners; (3) to overcome slum and blight conditions by reducing zoning violation; and (4) to increase maintenance standards within the neighborhood. Rehabilitation of two to three homes for the 2004-2005 fiscal year due to the grant funding requiring a City match of 25%, as opposed to 0% in previous years.

Approximately 255 single-family homes or 20% of the homes within the City of Goodyear were identified as substandard in a housing survey conducted by Maricopa County in 1991. The majority of the units are generally located north of Western Avenue, south of Interstate 10, west of Central Avenue, and east of Litchfield Road. According to the 2000 census data, 67% of those persons residing in this area have low to moderate incomes.

Since the City initiated the housing rehabilitation program in 1994, a total of 69 homes have been rehabilitated. In addition, the City will be assisting 2-3 low to moderate-income homeowners in the 2004-2005 fiscal year. With current projected funding, the City estimated that 28% of the 255 substandard homes would be rehabilitated by the end of the Consolidated Plan Year of 2005. Private financing of housing improvements will provide for another means of upgrading existing substandard housing within the target areas. City staff have reviewed private financing for housing improvements with Bank of America officials and refer non-qualified applicants seeking housing improvements to private lending institutions. Combining private funds with the City's housing rehabilitation program, it is estimated that the number of substandard housing units within the target area will be eliminated by the year 2010.

## **Program Design**

The Community Development Director is responsible for administering the City's housing rehabilitation program. Each year of the program the City retains the services of a housing rehabilitation consultant. The housing consultant, working directly under the guidance and direction of the Community Development Director, handles the day-to-day operations of the program. The consultant serves as the main contact person for the City in working with homeowners and contractors. More specifically, the consultant is responsible for overseeing the qualification process, the inspections of prospective projects, and the completion of work write-ups, developing cost estimates, and preparing various project reports. Additionally, the consultant participates in pre-bid and pre-construction conferences and is responsible for the execution of all agreements with the homeowners and contractors.

The City of Goodyear and its Community Development Department adheres to a strong team concept philosophy and, as such, an active team approach is involved in the development of the job specifications. During the preliminary stages of the work write-ups, a building inspector accompanies the housing consultant on the inspection to each housing unit to ensure that all code-related issues are addressed. All specifications are then reviewed by the Chief Building Official and the Community Development Director for thoroughness and accuracy.

The City's Housing Rehabilitation Specialist received certification in the abatement of lead-based paint. Each house qualifying for assistance will be inspected for lead-based paint, and if necessary the abatement of lead-based paint will be incorporate into the bid specifications. Abatement will be complete in accordance with applicable Federal regulation and rules. Due to the potential cost of performing the abatement procedure for each house, the City has requested \$60,000.00 for the rehabilitation of 2 to 3 homes. Since many of the houses within the target area were constructed in the 40's and 50's, there is a high probability of the need for lead-based paint abatement.

Each project requires a pre-bid conference. A building inspector, along with a potential bidder and the consultant, review the plans and any code issues while conducting on-site inspections of each house. Any changes to the specifications are handled by written addendum, which greatly reduces the need for change orders.

Applications of interest are accepted throughout the year, and placed on a waiting list in order of priority. When the City receives a release of funds, the program is advertised in the local newspaper and the City newsletter to ensure that the maximum number of qualified homeowners are aware of this program. Each year of the program all applications are evaluated for eligibility and rated on income levels and housing conditions. Priority is given to families where the head of the household is a senior citizen and/or has a disability.



Applicants must own and occupy their homes in order to receive benefits. This information will be verified by the appropriate documentation. A committee, composed of a City Council Member and Staff with assistance from the housing consultant, evaluate the applications and rank the applications on a point basis based upon the following criteria:

	<b>Scoring Criteria</b>	<b>Points</b>
<b>Income</b>	Low	2
	Moderate	1
<b>Senior Citizen</b>	Yes	1
	No	0
<b>Disability</b>	Yes	1
	No	0
<b>Housing Condition</b>	Poor	3
	Average	2

Applications that are qualified and cannot be funded in a program year are again placed on a waiting list. The applications on the waiting list are considered, along with new applications at the time the City receives additional funding.

Applicants selected for financial assistance are eligible for loans of up to \$35,000.00. The forgivable loan is reduced at a rate of \$2,000 annually resulting in the term of affordability being 17.5 years on a \$35,000 loan. The terms of the loan require that homeowners adequately maintain their properties. Maintenance includes removal of any debris, salvage, junk cars, and trash in and around the premises, as well as ongoing landscaping maintenance. In addition, the terms provide for homeowners to make a "good faith effort" to maintain and clean the interior of the structure. Prior to signing the forgivable loan agreement, the housing consultant counsels each homeowner on terms and conditions of the loan, as well as the consequences of default of the loan.

The City uses grievance procedures to address any program complaints. Any complaints received are directed immediately to the Community Development Director who, in turn, contacts the housing consultant to intervene and resolve the issue. If the consultant cannot satisfactorily resolve the issue, the Community Development Director will intercede. In those circumstances where the Community Development Director is unable to mitigate the problem, the issue would go before the City Council for a final determination.

Monthly progress reports will be prepared to monitor project results and to determine whether the time schedule is being complied with. City Staff and the Housing

Rehabilitation Specialist will ensure that housing units are rehabilitated to current building codes and standards through construction activities. At the end of the project, the number of substandard homes will be reduced by 2-3 housing units, property values should increase by at least 3% as determined by the assessed valuation, and neighborhood crime should be reduced by 2% as evidence of police statistics for the community.

**SUBMIT:** One Original  
**DUE:** December 19, 2003 (5:00 P.M.)  
**TO:** MARICOPA COUNTY  
COMMUNITY DEVELOPMENT  
3003 NORTH CENTRAL, SUITE 1040  
PHOENIX, AZ 85012-2906

Please provide accurate and complete information, limiting your comments to the space provided and submit on this original form. Statements may be directly incorporated into your contract.

**MARICOPA URBAN COUNTY HOME PROGRAM  
APPLICATION GUIDELINES AND INSTRUCTIONS FOR FY2004-2005**

**Context**

This application is to be understood and completed within the context of the 5-year Consolidated Plan, which contains specific goals and strategies for all areas of the Urban County.

**General**

Maricopa Urban County HOME Program Funds are limited and the funding process is very competitive. The total anticipated amount of HOME funds available is \$800,000. In addition, HUD imposes sanctions when expenditure regulations are not met. Therefore, read all parts of the application carefully prior to completing the application. Do NOT refer to a previous year's application; this application contains several changes. If more than one project is proposed, a separate application is required for each project. Incomplete applications will not be considered for funding. All documentation and attachments must be included with the application by the due date.

**HUD has statutory encumbrance and expenditure dates. In an effort to ensure timely implementation of all funds, MCCD requires 100% encumbrance when 18 months (December 31<sup>st</sup>) have elapsed from beginning of program year (July 1<sup>st</sup>) and expenditure of all funds in three years (June 30<sup>th</sup>). Funds, which are unencumbered/unexpended as of these dates, will be reallocated according to the established Reallocation Policy attached to the application.**

Activities that address high priority local goals, and are thoroughly planned to ensure feasibility and timely implementation will have the best potential to be funded. **Applicants must provide funds for administration of the HOME Program as well as the 25% non-federal match.** Preference will be given to applicants that leverage HOME Program funding with other non-federal funding in addition to the match requirement. Please note that HOME Program funding may not:

- 1) Serve as match to any other federal program;
- 2) Provide assistance for public housing; and
- 3) Provide assistance to completed units previously funded with HOME Program funds.

The Maricopa Urban County is defined as the cities/towns of Avondale, Buckeye, El Mirage, Gila Bend, **Goodyear**, Guadalupe, Litchfield Park, Queen Creek, Surprise, Tolleson, Wickenburg, Youngtown and all unincorporated areas of Maricopa County.

**Long term Commitment**

Financing an activity with HOME Program funds is a long-term commitment. All activities funded commit the applicant to long-term responsibility of some type. Housing activities have an extensive period of affordability enforceable by liens on the property and may also require long term monitoring for LB hazards. As a successful applicant, you will be liable for repayment of the fair market value of the property if the use changes to an ineligible one.

**Priorities**

Applications must address high or medium priority goals (not needs) of the communities proposed for service. High priorities will be given preference over medium priorities. Low priorities will not be considered for funding. These priorities are identified by each participating community in the Maricopa County 5-year Consolidated Plan (CP) which can be viewed on the CD website [www.maricopa.gov/comm\\_dev/](http://www.maricopa.gov/comm_dev/).

**Note:** All priorities are not shared by each community. The individual Consolidated Plan of each community must be consulted before the application is developed.

Nonprofit and for-profit organizations must contact the community the activity will serve to obtain a Certification of Consistency from that community that certifies the proposed activity meets local needs and is compatible with the local housing plan on file with MCCD and HUD. This Certification of Consistency must be submitted with the application. (Sample Certification form enclosed.)

Maricopa County can supply the certification if the community is unincorporated. This certification must be submitted with all applications for activities in the unincorporated areas only.

For multi-family rental activities, in addition to the above-referenced certification, a resolution of support and commitment to be beneficiary of the deed of trust from the jurisdiction will need to be submitted at such time as the specific address is known. This requirement should be discussed with the municipality at the time a certification of consistency is requested. (Sample resolution enclosed.) A resolution is not necessary if the activity is to benefit only residents of an unincorporated area.

### **Application Fee**

At the time of submission of the application, a non-refundable application fee of \$2,500 must accompany applications for multi-family rental activities that will combine the use of HOME funding with any other local, state or federal assistance; i.e., Low Income Housing Tax Credit (LIHTC). Applications will be rejected unless accompanied by this fee.

### **Local Performance Measure Systems**

HUD requires that the Urban County develop an organized process for gathering information to determine how well activities are meeting needs, and then use that information to improve performance and better target resources. There are two critical components of performance measurement: (1) productivity (quantity, quality, pace); and, (2) program impact (the extent to which the activities yield the desired outcomes.) The application has been tailored to gather this specific information and must be completed thoughtfully and thoroughly. Training will be provided on this important aspect of the application.

The impact of the proposed activity will be considered within the context of the local, long-range-housing plan of the local community. Therefore, all municipal applicants are required to submit the current Housing Program Plan and Housing Program's Impact Statement form (form enclosed). Non-municipal applicants are encouraged to consult with the proposed communities, be familiar with their goals and secure their input into the design of the activity

### **Description of decision-making process**

This section briefly describes what happens to your application once MCCD staff has received it. Please refer to the attached schedule for specific dates and for future reference.

MCCD staff reviews the application for completeness and eligibility. Although missing documents cannot be submitted after the application due date, staff may call the contact person for minor clarifications during this review process. If deemed complete and eligible, the application is then reviewed in depth. Applicants will be notified of the status of their applications prior to the first public hearing.

Applicants are invited to make a brief presentation at the first public hearing. The purpose of this hearing is to hear community housing top priority CP needs and goals and how the proposed activities may address these needs and goals. Applicants may be asked questions at this time. This is a good time to address any staff concerns.

Applications are ranked according to the enclosed application ranking criteria. Applications are listed in order of ranking from the highest to lowest. Applicants will be notified of the funding recommendations.

These funding recommendations are assembled into an annual plan. A second public hearing is held to solicit input on the annual plan before it is submitted to the BOS for final approval. Applicants will be notified of the final approval.

Upon BOS approval of the annual plan, it is submitted to HUD. By law, HUD has until July 1 to approve the plan. Next, HUD releases the money. Successful applicants can generally count on availability of funds during the month of August.

Final decisions for multi-family may be based on underwriting analysis for multi-family rentals.

## INSTRUCTIONS

The following instructions should enable you to complete each part of the application. Incomplete applications will not be processed. Please call MCCD staff if you need assistance.

1. **Applicant Information** - The contact person is the person who should be contacted for details on the application and who has the authority to clarify information during the application process. It is assumed the applicant and the contact person will have the same address. If not, please indicate. Write the email address where contact person can be reached. Check whether applicant is a City/Town, Non-profit or a For-profit.
2. **Activity Information** - Indicate if this activity will be on-going or is a new activity. Write the amount of funding request for this activity. Write the name of the activity. MCCD reserves the right to change activity title for consistency. Indicate if the site for the activity has been acquired or not. If so, indicate address. Include photographs or environmental and architectural conditions surrounding the activity, neighborhoods to be rehabilitated and potential houses to be worked on. These photographs are used during staff review and the environmental process.
3. **Activity Category** - Indicate number of HOME Program assisted units in applicable category.
4. **Service Area** - Identify the total service area that will benefit from your activity. Activity must be sufficiently designed to describe address or specific area to be served. Service area may be a neighborhood or a town or a region but may not be the entire county. Provide a legible map at a scale sufficient to show individual streets and indicate on it the exact project site, if known, **and** geographical area to be served or benefited from the activity. If applicant is a nonmunicipality, for multi-family rental activities, in addition to the certification of consistency, a resolution of commitment to be beneficiary of the deed of trust from the municipality will need to be submitted for consideration at such time as specific address is known. (Sample resolution attached.)
5. **CP Compliance** - Indicate what priority this activity is rated in the Consolidated Plan (CP) for the service area in #4 above. All applications must be for a CP priority and project to be assisted in compliance with the 5-Year Maricopa County Consolidated Plan for FY2000 - 2004. Regional activities should relate to the priorities identified in the "plans" of all communities proposed for service. Each incorporated municipality has its own Housing Plan. Non-municipal applicants must contact the community the project will serve to obtain an urban county city/town Certification of Consistency with the Consolidated Plan from that community that certifies the proposed project addresses local goals and is compatible with the local housing plan. There is also a plan for the unincorporated area that is available at the MCCD Office. If service is proposed for the unincorporated area, a Certification of Consistency from MCCD stating compliance will satisfy this requirement. This certification must be attached to the application. (Sample Certification attached.)

## **6. Activity Implementation Issues**

It is critical that the application be well thought out. Your responses will provide insight into the level of success of the proposed activity and may relate directly to the ranking criteria.

- 6A. Applicants should demonstrate a proven capacity for executing activities assisted with HOME Program funding. Applicants may satisfy this requirement by hiring experienced key staff members who have successfully demonstrated their accomplishments on other similar completed activities, or a consultant with the same type of experience and a plan to train appropriate key staff members of the organization, and has a history of serving the community within which housing to be assisted with HOME Program funds is to be located. A newly created organization formed by local churches, service organizations, or neighborhood organizations may meet this requirement by demonstrating that its parent organization has at least one year of serving the community.

**Non-municipalities must attach an Organizational Chart relative to this proposal including names, titles and phone numbers and include resumes of personnel responsible for activity implementation. Provide an Organizational Charter OR Articles of Incorporation and By Laws, a dated 501 (c) Certificate from IRS, a list of current Board of Directors, a current Certificate of Good Standing from the Corporation Commission, and a most recent completed Annual Certified Audit.**

- 6B. All applicants applying for funding should have a history of assistance to the target population. Municipalities may refer to their Housing Impact Statement.
- 6C. Each applicant for HOME Program funds **must document** that a maximum feasible effort has been made to include the residents of low/moderate income neighborhoods and all persons potentially affected by the proposed activity in the selection and design of the proposed activity. Types of documentation could include flyers, announcements, letters, petitions, attendance sheets and minutes of meetings regarding the activity. Municipalities' certification of citizen participation is #12 and meets the minimum standard for this requirement.
- 6D. New lead-based hazard regulations became effective September 15, 2000. This could have substantial impact for rehab and homeownership activities of \$5,000 or more. Indicate which special requirements will affect your program and how they will apply.
- 6E. Self-explanatory. Explain how any issue that might affect feasibility will be addressed.
- 6.F. Describe Project Site Feasibility. If an address has not been selected, describe the feasibility of completing the proposed project in this area; i.e., have you toured the area, spoken with local staff, or real estate professionals, have you identified potential sites for purchase or rehab?
- 6G. Supply information used to determine there is a clear market demand for this activity. Include data such as occupancy levels, vacancy rates, waiting lists, etc. Cite data sources.
- 6H. For multi-family rental activities (consisting of anything over 12 units), attach information used to determine that rents or mortgages of the proposed units will be sufficient to pay off debt and operate and maintain and still remain affordable to the target population. Rental activities must show that they will remain feasible throughout the period of affordability, by showing that all operating costs will be covered with either sufficient rental income or through the commitment of other resources. Your attached Pro Forma must cover the period of affordability; the application will be incomplete without the initial proposed Pro Forma. It is acknowledged that a new pro forma will be required pending final location selection. Note: Preliminary award decisions will be based on the enclosed feasibility analysis and guiding principles. Final award amounts are contingent on complete underwriting analysis.

At the time of submission of the application, a non-refundable application fee of \$2,500 must accompany applications for multi-family rental activities that will combine the use of HOME funding with any other local, state or federal assistance; i.e., Low Income Housing Tax Credit (LIHTC). Applications will be rejected unless accompanied by this fee.

- 7. **Past Performance** - self-explanatory. Answer only if you have received federal/state funding within the prior 5 years.

**STATEMENT OF WORK** - If successful applicant, this will become a contractual document.

**Activity Name** – Self-explanatory.

**Specific Service Area**: - Identify the total service area that will benefit from your activity. Don't forget, if applicant is a nonmunicipality, for multi-family rental activities, in addition to the compliance letter, a resolution of commitment to be beneficiary of the deed of trust from the municipality will need to be submitted for consideration at such time as specific address is known.

**1. Activity Description**

- 1.1 **Number of Units** - Indicate number of HOME Program assisted units in applicable category.
- 1.2 **Activity Type** - Check all the types of activity that apply to this application. Describe specifically how HOME funds will be used.
- 1.3 **Beneficiaries** - Indicate the number of households for each income range that this project will serve. Indicate number of households in the applicable service group category.
- 1.4 **Eligibility Verification** - Describe the documentation that will be required of prospective clients to qualify for services, i.e. income tax returns, Section 8 documentation. Applicant must be familiar with specific HOME Program relative to category being applied. If multi-family activity, requirements such as income types, tenant files, annual reviews, etc., need to be addressed. Low/moderate income persons must occupy 100% of units that are assisted with HOME Program funds. This must occur at the time of occupancy or at the time that funding is invested whichever is later. Each applicant will have to describe how it will limit participation in the funded program to households that meet the income eligibility requirement. One hundred percent of all HOME Program assisted units will benefit persons with income of less than 80% of the median income. All rental projects will benefit households with income no more than 60% of median income. At least 20% of all units in multi-family rental projects of five or more units must benefit persons with income less than 50% of the median income. Per regulations, applicants will have to be recertified at the end of six months.
- 1.5 **Scope of Activity** – (Please refer to HUD's Notice CPD-03-09, which is attached to this application).
  - 1.5.A. **Goal(s)**: Goals (CP priorities and projects to be assisted) are the proposed solutions to problems or needs identified during the consolidated planning process. In the space provided, give a brief and specific goal(s) statement identifying the proposed solution that your activity will address and accomplish.
  - 1.5.B. **Inputs**: Inputs include resources dedicated to or consumed by your activity such as money, equipment, and supplies. In the space provided, give a brief and specific inputs statement identifying the resources that your activity will utilize.
  - 1.5.C. **Activity**: An activity is what you do with inputs to accomplish your stated goal(s). An activity includes the strategies, techniques, and types of treatment that comprise your production or service methodology. In the space provided, give a brief and specific activity statement that describes your activity including exactly what will be bought with the CDBG dollars (**Complete description** of activity to be undertaken with CDBG funds including **what** products or services are to be provided, **where** they are to be provided; **how** they are to be provided). DO NOT refer to "See Attached." DO NOT describe "need" in the space.
  - 1.5.D. **Outputs**: Outputs are the direct products of carrying out an activity. Outputs are usually measured in terms of the volume of work accomplished, such as number of low-income households served, number of units constructed or rehabilitated, linear of feet of curbs and gutters installed, or number of jobs created or retained. In the space provided, give a



brief and specific output statement that describes the total direct results of completing your activity.

- 1.5.E. **Outcomes:** Outcomes are benefits that result from an activity. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for activity beneficiaries, improved quality of local housing stock, or revitalization of a neighborhood. In the space provided, give a brief and specific outcomes statement identifying the outcomes of your activity and how and when you will measure them. This section must be consistent with local plans. Outcomes must be measurable.

- 1.6 **Cost Overruns** – List what you will do if this activity has any cost overruns. If activity completion is dependent on securing other funds, when would this occur and what are your plans if these other funds do not materialize?

2. **Schedule of Implementation** - These items must be in sufficient detail to provide a sound basis for the participating jurisdiction effectively to monitor performance. HUD has statutory encumbrance and expenditure dates. In an effort to ensure timely implementation of all funds, MCCD requires 100% encumbrance when 18 months (December 31<sup>st</sup>) have elapsed from beginning of program year (July 1<sup>st</sup>) and expenditure of all funds in three years (June 30<sup>th</sup>). Funds, which are unencumbered/unexpended as of these dates, will be reallocated according to the established Reallocation Policy attached to the application. Successful applicants can generally count on availability of funds sometime during the month of August.

### 3. **Activity Budget Summary**

**Line Item Requested HOME Amount** - In this column show the amount of grant funds you are requesting in the various line items.

**Match (25%) Amount** – In this column show the match contributions only if used for this activity.

**Other Sources Amount** – In this column show the leveraging funds for this activity.

**Total Activity Budget** - The sum of HOME request, Match amount and Others Sources amount.

#### **Construction Activities:**

**A/E Consultants** – Providing specific Architectural/Engineering services other than rehabilitation activities.

**Other Consultants** - Providing specific services other than A/E services to assist a private property owner to rehabilitate his/her dwelling or business structure, such as counseling, loan processing, preparing plans and specifications, contract management, etc. for rehab or construction activities.

**Construction** - Construction or reconstruction of homes.

#### **Housing Activities:**

**Rehab Consultant** – Providing specific rehabilitation, reconstruction, and construction services to your organization for single-family, owner-occupied dwellings and/or rental units.

**Other Consultants** - Providing specific services other than rehabilitation services to assist a private property owner to rehabilitate his/her dwelling or business structure, such as counseling, loan processing, preparing plans and specifications, contract management, etc. for rehabilitation or construction activities.

**Rehab Construction** – Reconstruction of property being rehabilitated.

**New Construction** – New construction of new housing.

**Homebuyer Assistance** – Down payment/Closing cost assistance.

**Acquisition** - Purchase of easements or fee simple interest in real property that is legally necessary to complete an activity.

Relocation - Payment of costs for persons permanently and involuntarily displaced by acquisition with Federal funds. Relocation costs may also be necessary for temporary, voluntary "displacement."

**Totals** - Add the appropriate lines in each column. Make sure the total in the HOME Request column is the same as HOME Funds Requested in #2 of the application.

4. **Activity Match by Source** - Attach letter(s) of commitment from non-federal source(s) providing the match. Firm commitment letters from each match provider listing the specific form and amount of match must be submitted with the application, or the application will be considered incomplete. Applications with commitments to be secured or identified at a later date will not be accepted.

The HOME Program establishes a 25% non-federal match requirement for any activity funded under this program. To be considered eligible as match, a contribution must be made from non-federal sources and must be a permanent contribution to a HOME Program activity or HOME eligible activity. For a "HOME eligible" activities match, an agreement with owner must be submitted with the application for HOME eligible activity match. Any applicant for funding under the HOME Program will be responsible for identifying the source of funds, the form of match, and the amount of matching funds available to the project for which HOME Program funds are being requested. The funded subrecipient will provide the required match each time a draw is requested for a funded activity. Eligible sources of match are:

- A. Cash (if permanent contribution)
- B. Forgone taxes, fees or other charges
- C. Donated land or other real property
- D. On-Site and off-site infrastructure
- E. Proceeds from affordable housing bonds
- F. Donated site preparation and construction materials
- G. Donated use of site preparation and construction equipment
- H. Donated voluntary labor and professional services
- I. Homeowner sweat equity
- J. Supportive services
- K. Homebuyer counseling services
- L. Supportive Services

5. **Program Income** - Program income is gross income received by the grantee and its subrecipients directly generated from the use of HOME funds. If your activity will generate program income, what eligible program activities do you propose to fund with this program income?
6. **Staffing** - List names of staff members and their titles that will provide the program duties listed.
7. **Certification of Consistency** - Non-municipality only.
8. **Resolution of Support and Commitment** - Non-municipality only for multi-family rental activity only. (Due when location is known.)
9. **Housing Programs Impact Statement** - Municipalities only - Fill out this statement for the community you are proposing to serve. Refer to Pages A-10a & A-10b for specific instructions. Please submit your current Housing Program Plan with this statement.
10. **Certification of Authorized Officials** - Nonmunicipalities only. Authorized Official - This page will serve as documentation of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. The Certification Form in this application must be used.

11. **Urban County City/Town Resolution** – Incorporated cities and towns may use this form as an example of a resolution authorizing the City/Town to submit applications.
12. **Citizen Participation** – Incorporated cities and towns must complete this form. Non-municipalities may use the municipality's form after consulting with municipality staff.
13. **Application Checklist/Certification** – Attach required documentation.
14. **Application Ranking Criteria** – Provided for informational purposes.
15. **Application/Funding Time Schedule** – Provided for informational purposes.
16. **HOME Program Reallocation Policy** – Provided for informational purposes.
17. **Planning Supplement** – Provided for planning purposes.

**MARICOPA URBAN COUNTY  
HOME PROGRAM APPLICATION  
For FY2004-2005**

**1. APPLICANT INFORMATION:**

NAME OF APPLICANT: City of Goodyear

CONTACT PERSON: Janeen Gaskins TITLE: Community Development Director

ADDRESS 190 North Litchfield Road TELEPHONE NO. 623.932.3005

Goodyear, Arizona 85338 FAX NO. 623.932.7748

E-MAIL ADDRESS jhollomon@goodyearaz.us

APPLICANT TYPE (check one) City/Town ☒ Non-profit ☐ For-profit ☐

**2. ACTIVITY INFORMATION:**

Activity is: On-going ☒ New ☐ Funding Requested: \$60,000.00

ACTIVITY NAME HOME FUNDS Housing Rehabilitation Program

ACTIVITY SITE ACQUIRED Yes ☐ No ☒

ACTIVITY ADDRESS: Target areas within the City of Goodyear City Limits

**3. ACTIVITY CATEGORY:**

Housing Rehabilitation 2-3 Homeownership ☐ Multi-Family Rental (4 units or less) ☐

Multi-Family Rental (5 or more units) ☐

**4. SERVICE AREA:**

Historic Goodyear area, which includes single family residential property south of I-10 , west of Dysart Road, east of Litchfield Road and north of Yuma/Western Road.  
(City, Town or Target Area, not entire County)

Map attached Yes Exhibit A No ☐

**5. CONSOLIDATED PLAN:**

Priority rated in the Consolidated Plan as: HIGH ☒ MEDIUM ☐ LOW ☐

Certification of Compliance attached Yes Exhibit B No ☐

**6. IMPLEMENTATION ISSUES: (Limit your replies to the space provided)**

A. Describe capacity to execute the proposed activity.

Over the past 10 years the City of Goodyear has serviced the Historic Goodyear areas through the use of CDBG Funds and plans to continue serving the target area outlined in the Consolidated Plan. The City will use a rehabilitation specialist to monitor the daily activities of contractors and homeowners to ensure compliance with contract goals.

- B. Describe the length and type of prior commitment to target population. The City of Goodyear has been an active participant in the Community Development Block Grant for the last 10 years. During this time the City has rehabilitated 69 homes within the Historic Goodyear target area.
- C. Describe the efforts taken, including citizen participation, to include all persons potentially affected by the proposed activity in the selection and design of the proposed activity. The City of Goodyear has conducted a public hearing for each application submitted to Maricopa County Community Development. City staff has also advertised in the local paper for families to participate in the program each year. Flyers inviting persons to apply to the program have also been advertised in the local paper and distributed throughout the neighborhood. City staff began to distribute follow up surveys in 2001 to help track the satisfactory level of its residents that have received funding.
- D. Which of these special program requirements will apply to your program? (i.e., lead based hazards, asbestos abatement, special environmental concerns, Labor Standards, FHEO, and any other.): Because many of our homes were built in the 1940's the City of Goodyear is a participant in the assessment and implementation of lead abatement.  
How will these requirements apply and be addressed? The Rehabilitation Consultant will be responsible for getting appropriate documentation stating the lead based content in the homes has been abated. Contractors awarded the bid will be responsible for lead abatement licensure prior to being awarded the contract.
- D. Describe any activity impediments and how they will be addressed (i.e. site or zoning issues, public opinion, infrastructure in place, conflicting regulations with other federal resources): Because the City of Goodyear has not allocated a 25% match within his fiscal years budget the funding will be acquired within the 3-year time frame allowed for HOME funding expenditures.
- F. Describe Project Site Feasibility. The rehabilitation of 2-3 homes owned and occupied by low to moderate income families within the target area will improve and upgrade housing stock, as well as improve the appearance and maintenance standards for this neighborhood.
- G. Describe Market Demand. The rehabilitation activity will enhance property values in the area by 3% and potentially reducing neighborhood crime by 2%. Most importantly it will reduce the number of substandard homes within the City of Goodyear.

- H. Describe how rental activity will remain feasible during the period of affordability (Pro forma attachment required).

**There will be no rental activity for this project.**

**7. PAST PERFORMANCES:**

(Answer only if you have received federal/state funding in prior years.)

- A. Identify all types, amounts and years of funding HOME Program, CDBG, etc.

**The City of Goodyear has participated in the CDBG Housing Rehabilitation Program since 1994. Over the last 10 years the City of Goodyear has received \$1,342,659.00 for housing rehabilitation projects, which have lead to improvements to 69 homes.**

- B. Summarize timely implementation performance, specifically:

1. Encumbrance Deadlines:

**In an effort to ensure timely implementation of all funds, 100% encumbrance shall be spent within 18 months from beginning of program year (July 1<sup>st</sup>) and expenditure of all funds in three years. Funds, which are unencumbered/unexpended as of these dates, will be reallocated according to the established Reallocation.**

2. Reporting Requirements:

**Monthly progress reports will be prepared to monitor project results. Each report will include recipient information. All requests for funding will be monitored by purchase orders and change orders that will need signatures of approval from the City of Goodyear Community Development Director.**

3. Timely Activity Completion:

**Monthly progress reports will help determine whether time schedules are being met. Contract between property owners and Construction Company will be written to ensure that all renovations are completed within 3 months.**

## STATEMENT OF WORK

ACTIVITY NAME: HOME FUNDS Housing Rehabilitation Program

SPECIFIC SERVICE AREA: Historic Goodyear area, which includes single family residential property south of I-10, west of Dysart Road, east of Litchfield Road and north of Yuma/Western Road.

1. **ACTIVITY DESCRIPTION:** (in accordance with the provisions of 24 CFR Part 92.504(c)(1))

1.1 HOME Funds will be used for: (check one)

☒ Housing Rehabilitation

☐ Homeownership

☐ Multi-Family Rental (4 units or less)

☐ Multi-Family Rental (5 or more units)

1.2 ACTIVITY TYPE: (Check all that apply)

☐ Acquisition

☐ Demolition

☐ New Construction

☐ Reconstruction

☒ Rehabilitation

☐ Relocation

☐ Other (specify) \_\_\_\_\_

1.3 Beneficiaries:

Number of households (Income Level):

At or below 30% of median 930

At or below 50% of median but above 30% 2510

At or below 80% of median but above 50% 374

Other (Specify) \_\_\_\_\_

(Service Group):

Elderly ☒ Family ☒ Disabled ☒

Other (specify) \_\_\_\_\_

1.4 Initial and subsequent eligibility will be verified by: A committee composed of City Council member and staff with assistance from the housing consultant, evaluates the applicants and ranks the applications on a point basis which takes into account income, senior citizen, disabilities, and housing condition.

1.5 Scope of Activity:

A. Goal(s) Statement: To improve the housing stock for low to moderated income families, which reside within the target area. These improvements include upgrading the houses to meet current building code standards,. Further to promote energy conservation.

B. Inputs Statement: The City of Goodyear will use a rehabilitation consultant to monitor the activities of the property owners and the contractor. Staff time will also be used to carry out any administrative needs related to the project.

C. Activities Statement: The City will retain the services of a housing rehabilitation consultant to handle the day-to-day operations of the program. The will determine the work write-ups for each home that requires rehabilitation work. They will conduct a bid process in conjunction with City staff to determine the lowest responsible bid. Contractual services will be provided with the funding grant to improve homes within the target area.

- D. Outputs Statement: The funding will be used to rehabilitate 2-3 homes within the target area.
- E. Outcome Statement: Outcome benefits include (1) stabilize and enhance the neighborhood; (2) to provide safe , sanitary, energy efficient housing for the low to moderate income homeowner; (3) to overcome slum and blight conditions by reducing zoning violation; and (4) to increase maintenance standards within the neighborhood.
- 1.6 Cost overruns will be handled by: Each application requires a pre-bid conference. A building inspector, along with a potential bidder and the consultant, review the plans and nay code issues while conducting on-site inspection of each house. Any changes to the specifications are handled by written addendum, which greatly reduce the need for change orders.



**2. SCHEDULE OF IMPLEMENTATION** (dates should be date of completion):

TASKS	COMPLETION DATES
Consultant Selection	August 2004
Screen Applications	November 2004
Prepare Bid Specifications and Award Bids	January 2005
Construction	June 2005
Activity Completion	July 2005

**NOTE:** Reallocation date of unencumbered funds will occur December 31, 2005.  
Reallocation date of undisbursed funds will occur July 1, 2007.

**3. ACTIVITY BUDGET SUMMARY:**

	REQUESTED AMOUNT	MATCH <sup>(a)</sup> (25%) AMOUNT	OTHER SOURCES AMOUNT	TOTAL ACTIVITY BUDGET
<b>Construction Activities:</b>				
A/E Consultants				
Other Consultants				
Construction				
<b>Housing Activities:</b>				
Rehab Consultant	10,000	2,500	0	12,500
Other Consultant	0	0	0	0
Rehab Construction*	50,000	12,500	0	62,500
New Construction				
Homebuyer Assistance				
Acquisition*				
Relocation				
<b>TOTALS (for each column)</b>	<b>60,000</b>	<b>15,000</b>		<b>75,000</b>

\*Lead Based Hazards mandates apply to these activities.

(a) If used in this activity only.

**4. ACTIVITY MATCH BY SOURCE:**

	AMOUNT	SOURCE	FORM OF MATCH
	\$ 15,000	General Fund (2005-06 FY)	Money
	\$		
	\$		
	\$		
	\$		
TOTAL	\$		

**5. PROGRAM INCOME:**

If program income will be generated, program income will be used to: Any additional moneys will be used to rehabilitate will be used to upgrade other items in the home (garage, kitchen, flooring) or will be used to fund a future home in the next project year.

**6. STAFFING:**

The following staff will be assigned as key personnel to the HOME Program:

Staff Member/Title

Harvey Krauss, Community Development Director

Stephanie Castillo, Finance Department

General Program Duties

Administers HOME Activity

Monthly Activity Status Reports

Labor Standards

7. (CERTIFICATION OF CONSISTENCY \*)

URBAN COUNTY CITY OF GOODYEAR  
CERTIFICATION OF CONSISTENCY \*  
WITH THE CONSOLIDATED PLAN

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan. (Type or clearly print the following information:)

Applicant Name: CITY OF GOODYEAR

Project Name: HOME FUNDS Housing Rehabilitation Program 2004-2005

Location of Project: Historic Goodyear area, which includes single family residential property south of I-10, west of Dysart Road, east of Litchfield Road and north of Yuma/Western Road

Name of Urban County City/Town:

Maricopa County, Goodyear

Official of the Urban County City of Goodyear:

Name: Stephen S. Cleveland

Title: City Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\* A jurisdiction's certification that an application is consistent with its consolidated plan means the jurisdiction's plan shows the proposed priorities and projects to be assisted (proposed goals) are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the plan.*

**8. Sample Urban County Resolution of Support and Commitment**

**FOR MULTI-FAMILY RENTAL ONLY (Due at time location is known.)**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF SUPPORT AND COMMITMENT BY THE CITY/TOWN COUNCIL OF  
THE CITY/TOWN OF \_\_\_\_\_, MARICOPA COUNTY,  
ARIZONA, SUPPORTING AN APPLICATION FOR FEDERAL HOME FUNDS BY \_\_\_\_\_  
\_\_\_\_\_ AN ARIZONA NON-PROFIT CORPORATION,  
TO THE MARICOPA HOME CONSORTIUM.**

WHEREAS, \_\_\_\_\_ is a non-profit Organization which has a history  
of community service in \_\_\_\_\_, and has among its purposes the provision of  
affordable housing for low and moderate income households; and

WHEREAS, \_\_\_\_\_ has applied to the Maricopa HOME Consortium for  
federal HOME Investment Partnerships (HOME) Program funding for the acquisition and/or rehabilitation of  
multi-family rental units in the vicinity of \_\_\_\_\_; and

WHEREAS, the activity that \_\_\_\_\_ proposes meets the priorities identified  
in the City/Town of \_\_\_\_\_ Consolidated Plan as approved by the City/Town.

NOW, THEREFORE, BE IT RESOLVED that the Council of City/Town of \_\_\_\_\_  
\_\_\_\_\_, Arizona supports \_\_\_\_\_ in its application to the Maricopa HOME  
Consortium for federal funding and recognizes that the intended use of such funds are in conformance with  
the City/Town's Consolidated Plan and commits to approving the assignment to the City/Town of Beneficial  
Interests under the forgivable loan, deed of trust, and promissory note, between Maricopa County and  
\_\_\_\_\_ if the activity is funded.

PASSED AND ADOPTED by the Council of the City/Town of \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_, 200\_\_.

City/Town of \_\_\_\_\_, an  
Arizona Municipal Corporation

ATTEST:

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
City/Town Attorney

## 9. MUNICIPALITIES ONLY

### CITY OF Goodyear HOUSING PROGRAMS IMPACT STATEMENT

The County requires historical and current quantitative data substantiating need and impact on need for all continuing activities. The purpose for this information is: 1) to try to ascertain if the CDBG/HOME investments are making a favorable impact on communities; and 2) to assist in developing performance goals and measures for this program year. Answers should be brief and confined to this one page.

#### PART 1. Historical Data (beginning of all housing activities to current date)

<p>How long has your community had housing programs and, in total, how much has MCCD contributed to your housing programs?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. In what year did the community begin housing activities?</td> <td style="width: 20%; text-align: center;"><b>1994</b></td> </tr> <tr> <td>2. What is the total investment MCCD has made in this community for housing activities</td> <td style="text-align: center;"><b>1.4 million</b></td> </tr> </table>	1. In what year did the community begin housing activities?	<b>1994</b>	2. What is the total investment MCCD has made in this community for housing activities	<b>1.4 million</b>	<p>From all resources (CDBG/HOME/other sources), how many families have been assisted since the year shown in question #1 in each category below</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">3. S/F New Construction</td> <td style="width: 20%; text-align: center;"><b>0</b></td> </tr> <tr> <td>4. Homebuyer Assistance</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>5. S/F Homes Rehabilitated</td> <td style="text-align: center;"><b>69</b></td> </tr> <tr> <td>6. Affordable M/F Rental Units Created</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>7. Other:</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>8. Total Families Assisted</td> <td style="text-align: center;"><b>69</b></td> </tr> <tr> <td colspan="2">9. List Source of Data: <b>City of Goodyear Records</b></td> </tr> </table>	3. S/F New Construction	<b>0</b>	4. Homebuyer Assistance	<b>0</b>	5. S/F Homes Rehabilitated	<b>69</b>	6. Affordable M/F Rental Units Created	<b>0</b>	7. Other:	<b>0</b>	8. Total Families Assisted	<b>69</b>	9. List Source of Data: <b>City of Goodyear Records</b>	
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#### PART 2. Current Five-Year Consolidated Plan Data (2000-2004)

<p><b>Affordable Housing Needs</b></p> <p>According to your 5-Year Plan, how many families are in need of housing assistance?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;"><b>197</b></td> </tr> <tr> <td>10. S/F New Construction</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>11. Homebuyer Assistance</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>12. S/F Homes Rehabilitated</td> <td style="text-align: center;"><b>23</b></td> </tr> <tr> <td>13. Affordable M/F Rental Units Created</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>14. Other:</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>15. Total Families Assisted</td> <td style="text-align: center;"><b>23</b></td> </tr> </table>		<b>197</b>	10. S/F New Construction	<b>0</b>	11. Homebuyer Assistance	<b>0</b>	12. S/F Homes Rehabilitated	<b>23</b>	13. Affordable M/F Rental Units Created	<b>0</b>	14. Other:	<b>0</b>	15. Total Families Assisted	<b>23</b>	<p><b>Housing Program Plan</b></p> <p>What is your 5-Year goal for housing assistance? Enter below the number of families you intend to assist during the 5-year period of the CP.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">16. S/F New Construction</td> <td style="width: 20%; text-align: center;"><b>20</b></td> </tr> <tr> <td>17. Homebuyer Assistance</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>18. S/F Homes Rehabilitated</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>19. *Affordable M/F Rental Units Created</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>20. Other:</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>21. Total Families Assisted</td> <td style="text-align: center;"><b>23</b></td> </tr> </table> <p style="text-align: center;">*from all sources</p>	16. S/F New Construction	<b>20</b>	17. Homebuyer Assistance	<b>0</b>	18. S/F Homes Rehabilitated	<b>0</b>	19. *Affordable M/F Rental Units Created	<b>0</b>	20. Other:	<b>0</b>	21. Total Families Assisted	<b>23</b>
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#### PART 3. Current One-Year Goal (FY2003)

<p><b>Housing Program Plan</b></p> <p>What is your 1-Year goal for housing assistance? Enter below the number of families you intend to assist during FY2003.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">22. S/F New Construction</td> <td style="width: 20%; text-align: center;"><b>0</b></td> </tr> <tr> <td>23. Homebuyer Assistance</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>24. S/F Homes Rehabilitated</td> <td style="text-align: center;"><b>5</b></td> </tr> <tr> <td>25. *Affordable M/F Rental Units Created</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>26. Other:</td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>27. Total Families Assisted</td> <td style="text-align: center;"><b>5</b></td> </tr> </table> <p style="text-align: center;">*from all sources</p>	22. S/F New Construction	<b>0</b>	23. Homebuyer Assistance	<b>0</b>	24. S/F Homes Rehabilitated	<b>5</b>	25. *Affordable M/F Rental Units Created	<b>0</b>	26. Other:	<b>0</b>	27. Total Families Assisted	<b>5</b>	<p><b>Measurable Impact</b></p> <p>How will the proposed 1-Year activity impact the 5-year goal for this activity in your community?</p> <p>28. a. <u>10</u> % of all <u>20</u> will be complete.  b. ___ % of all ___ will be complete.  c. ___ % of all ___ will be complete.</p> <p style="text-align: center;">and/or</p> <p>29. Total families in need will be reduced by <u>1</u> %.</p> <p>These statements will be your outcome measurement for this year's contract.</p>
22. S/F New Construction	<b>0</b>												
23. Homebuyer Assistance	<b>0</b>												
24. S/F Homes Rehabilitated	<b>5</b>												
25. *Affordable M/F Rental Units Created	<b>0</b>												
26. Other:	<b>0</b>												
27. Total Families Assisted	<b>5</b>												

Janeen K. Gaskins  
Name of person supplying data for community

11/21/03  
Date

## Housing Programs Impact Statement - INSTRUCTIONS

### PART 1. HISTORICAL DATA.

1. Write the year your community's first housing program started.
2. What is the total amount Maricopa County Community Development has provided to your community for housing activities? (If you need assistance with this information, contact CD.)

Provide the total number of families assisted since the date shown in question #1 from all resources for each of the following categories: CDBG/HOME/other (alone or in combination). Other could include federal, state, tax credit or bond projects, private investment, etc.

3. S/F new construction. How many families had new homes constructed?
4. Homeowner Assistance. How many families received homeowner assistance?
5. S/F Homes Rehabilitated. How many families had their homes rehabbed?
6. Affordable M/F Rental Units Created. How many apartments built/rehabbed?
7. List any other forms of housing assistance provided.
8. Total Families Assisted. Add items 3 – 7 and enter total here.
9. List the source of your data for the above items.

Data in Part 1 should be updated every year housing activity occurs.

### PART 2. CURRENT 5 - YEAR CONSOLIDATED PLAN DATA (2000-2004).

The following information is derived from your 5-Year Consolidated Plan. Provide the total number of families in need of housing assistance in each of the following categories:

10. S/F new construction. How many S/F homes need new homes due to overcrowding, lack of suitability for rehab or other?
11. Homeowner Assistance. How many families need homeowner assistance? (Includes down payment assistance, mortgage subsidy, etc.)
12. S/F Homes Rehabilitated. How many families have homes needing rehabilitation?
13. Affordable M/F Rental Units Created. How many families need affordable apartments?
14. List any other forms of housing assistance provided. This **could include counseling, maintenance classes, etc.**
15. Total Families Assisted. Add items 10 – 14 and enter total here.

What is your 5-year goal for housing assistance? Provide the total number of families you propose to assist in housing activities during the period of the 5-Year Consolidated Plan in each of the following categories:

16. S/F new construction. How many new S/F homes do you plan to construct?
17. Homeowner Assistance. How many families do you plan to give assistance?
18. S/F Homes Rehabilitated. How many S/F homes do you plan to rehab?
19. Affordable M/F Rental Units Created. How many affordable apartments do you plan to build or rehab? (Include units to be created through partnerships with non-profits, etc.)
20. List any other forms of housing assistance to be provided.
21. Total Families Assisted. Add items 16 – 20 and enter total here.

Each c/t needs to update Part 2 figures every 5 years during the CP process. At that time you should assess if you are making overall progress, only staying current with the need or actually losing ground. You may be asked to provide this assessment as needed. Part 2 figures may be amended as part of the CP Amendment process.

### PART 3. CURRENT ONE-YEAR GOAL (FY \_\_\_\_\_).

Part 3 relates to CDBG/HOME funding only. Provide the total number of families you propose to assist in housing activities during FY \_\_\_\_\_ in each of the following categories:

22. S/F new construction. How many new S/F homes do you plan to construct?
23. Homeowner Assistance. How many families do you plan to give assistance?
24. S/F Homes Rehabilitated. How many S/F homes do you plan to rehab?
25. Affordable M/F Rental Units Created. How many affordable apartments do you plan to build or rehab? (Include units to be created through partnerships with non-profits, etc.)

26. List any other forms of housing assistance to be provided.
27. Total Families Assisted. Add items 21 – 26 and enter total here.
28. & 29. Measurable Impact: In this part, the applicant will be answering, 'What is the goals of this application and how do they relate to attainment of your 5-year goals?' If this application is funded, 'how many total units will you have accomplished in the 5-year period for each category selected?' Convert this intended progress to a percentage. In other words, 'What percent of your total 5-year goal will be accomplished?' Use this information in the impact section of the application; page A-2, #5 C & D. You may add other assessment data in this section of the application as well.

10. **(FOR NON-MUNICIPALITIES ONLY)**

**CERTIFICATION OF AUTHORIZED OFFICIALS**

As the official designated by the governing body of the applicant, I hereby certify that, if HOME Program funding is approved, \_\_\_\_\_ assumes the responsibilities specified in the  
(Name of Applicant)  
HOME Program regulations and certifies that:

1. It possesses the legal authority to apply for the funding allocation and to execute the proposed program.
2. It has resolved any audit problem or performance problem for prior local, state, or federal housing and community development programs.
3. Its information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.
4. It will comply with all statements and regulations governing the HOME Program.
5. It is prepared and has the authority within its charter, by-laws or statutory authority, (1) to enter into a contractual agreement with Maricopa County for acceptance and use of HOME Program funding; (2) makes this application and certification with full cognizance of its governing body; and, (3) names the following person as its authorized representative to negotiate and to contractually bind it with Maricopa County:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signed:

Officer: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Attested:

Officer: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



11. (FOR MUNICIPALITIES ONLY)

Resolution No. \_\_\_\_\_

**URBAN COUNTY CITY of Goodyear RESOLUTION**

A Resolution of the City Council of the City **Goodyear** , Maricopa County, Arizona, authorizing the City to submit applications to the Maricopa County Community Development for HOME Funds and execute awarded agreements.

**BE IT RESOLVED** by the City Council of Goodyear , Maricopa County, Arizona, The City is hereby authorized to submit applications to the Maricopa County Community Development for HOME Funds for:

(List Activity here)

(Amount of Activity)

Housing Rehabilitation

\$60,000.00

Name of person (s) authorized to sign application(s):

NAME: Harvey Krauss

NAME: Stephen S. Cleveland

TITLE: Community Development Director

TITLE: City Manager

**PASSED AND ADOPTED** by the Mayor and Council of the City of Goodyear, Arizona, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

ATTEST: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Applications cannot exceed the amount authorized in the resolution.**

## 12. (FOR MUNICIPALITIES ONLY)

### CITIZEN PARTICIPATION

The City of **Goodyear** certifies that it has provided for and encouraged citizen participation in the development of its 5-year Consolidated Plan covering Fiscal Years 2000 – 2004. The City/Town has taken whatever actions are appropriate to encourage the participation of its residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments at all stages of the Plan development. Meetings have been conveniently timed and located for people, who might or will benefit from program funds, accessible to people with disabilities; and have been reasonably noticed. Citizens will also be encouraged to participate in any amendments to the Plan as well as review the Annual Performance Report. Citizens, public agencies and other interested parties, including those most affected, have had the opportunity to receive information, review and submit comments on the 5 year plan and annual submission including the proposed activities.

Notice of the public hearing was posted in the City of Goodyear City Hall West on December 9, 2003. And published in the Arizona Republic Newspaper on Decmeber ???, 2003 The City of **Goodyear** held a public hearing on December 15, 2003. At this time the following information was provided:

- ◆ The jurisdictions housing needs and priorities.
- ◆ Amount of assistance the jurisdiction expects to receive from all sources.
- ◆ Proposed use of HOME Program funds.
- ◆ The range of activities that may be undertaken.
- ◆ The amount that will benefit persons of low and very low income.
- ◆ Plans to minimize displacement and assist those displaced (if appropriate).

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**13. Application Attachments/Checklist/Certification-**

The following documents must be attached with the application. Failure to do so makes the application incomplete and ineligible. Please indicate by "√" which attachments are being submitted with your application.

	<b>DOCUMENTATION REQUIREMENT</b>	<b>NONMUNICIPALITY Applicant</b>	<b>MUNICIPALITY Applicant</b>
	Application (original only)	Required	Done
	Clear map of the Project Location/Area	Required	Done
	Photographs	Required	Done
	Pro Forma (Rental Activities Only)	Required	N/A
	Letter of <u>firm</u> commitment from each Match provider	Required	Needed
	Organizational Chart	Required	N/A
	Resumes	Required	N/A
	Organizational Charter OR Articles of Incorporation and By Laws	Required	N/A
	A dated 501 (c) Certificate from IRS	Required	N/A
	List of Board of Directors	Required	N/A
	A Certificate of Good Standing from the Corporation Commission	Required	N/A
	Most recent completed Annual Certified Audit	Required	Needed
	Citizen Participation Documentation	Required	Done
	Certification of Consistency (compliance with local Housing Plan)	Required	N/A
	Resolution of Support and Commitment (multi-family rental activities only)	Required Upon Site Selection	N/A
	Certification of Authorized Officials	Required	N/A
	Housing Assistance Impact Statement Form	NA	Done
	Signed Application Certification	Required	Done
	Public Hearing Certification (Citizen Participation)	N/A	Done
	Current Housing Plan	N/A	Done

N/A = Not Applicable

I hereby submit this application on behalf of City of Goodyear and I certify  
the application is complete. (organization or community)

Janeen K. Gaskins  
Please Print Name

Planner I  
Please Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 14. APPLICATION RANKING CRITERIA

Applications will be reviewed by MCCD staff, ranked according to the Application Ranking Criteria (10 points maximum per criteria), and then forwarded to the Maricopa County Board of Supervisors (BOS) for final approval.

Activity ranked in the Consolidated Plan as: \_\_\_\_\_ High \_\_\_\_\_ Medium

<u>EVALUATION CRITERIA</u>	<u>Points</u>
Are all impediments that might hinder implementation or activity completion addressed? <i>Consider if public issues have been responded to, and if zoning issues are approved. A high score would be given to an applicant who can show they are ready to begin as soon as funded. Low scores to applicants who will just begin addressing "soft activity" when/if funded.</i>	
Is the proposal cost effective? <i>Reviews that indicate high value per capita would be accordingly ranked higher. Market rate operations are always around. Watch out for over subsidized activity</i>	
Is there a history of success? <i>An evaluation of the proposal in context of the likelihood for success. If there is a long track record of exactly this type of activity being successfully accomplished a high value is in order.</i>	
Is there a history of timely implementation? <i>Consider the amount of current unencumbered/unexpended HOME funds and/or amount of time needed for completion of previous projects.</i>	
Is the proposed implementation schedule reasonable? <i>Consider the type of activity being undertaken and the indicated timetable. A high ranking will have an aggressive completion schedule without making obvious oversights for bid time, environmental review or other requirements. A proposal that fails to consider these elements may not be fully aware of responsibilities.</i>	
Does the budget appear reasonable for activity completion? <i>Evaluate the activity scope with other activities you know of similar size. Consider the source of their budget information and evaluate higher if qualified estimators have been involved with budget preparation.</i>	
Does the applicant appear to have capacity and ability to carry out the activity as described? <i>Evaluate your knowledge of what is required in a typical operation and consider what the applicant has provided in the organizational chart. Is the talent and personnel available to do the job when needed? Are they ready for problems?</i>	
The extent the activity leverages other money into the service or facility for committed private investment.—Evaluate how well non-Federal monies are leveraged.	
The extent to which an activity will generate lasting outcomes. <i>This evaluation relates to how well the stated desired outcomes and outcome measures are planned and presented.</i>	
The extent to which the applicant has involved the beneficiaries in the design of the activity.	
<b>TOTAL POINTS</b>	

15.

**URBAN MARICOPA COUNTY HOME PROGRAM  
PROPOSED SCHEDULE: APPLICATIONS FOR PROJECT FUNDING**

November 3, 2003	Applications available for distribution.
December 19, 2003 5:00 P.M.	<b><u>DEADLINE FOR APPLICATIONS</u></b> 3003 N. Central Ave., Suite 1040 Phoenix, AZ 85012-2906
February 19, 2004	<b><u>PUBLIC HEARING #1</u> 5:30 p.m., Phoenix Corporate Center Building, 3003 North Central Avenue, Room 610, Phoenix, AZ 85012-2906. Applicants' presentations and general community needs testimony.</b>
February 20, 2004	Resolution of Support and Commitment due.
March 12, 2004	Final recommendations by staff.
March 14, 2004	Transmittal of Annual Plan containing final HOME recommendations to Board of Supervisors
April 14, 2004	<b><u>PUBLIC HEARING #2</u> 5:30 p.m., Phoenix Corporate Center Building, 3003 North Central Avenue, Room 610, Phoenix, AZ 85012-2906 to solicit input on draft plan.</b>
May 5, 2004	<b><u>BOARD OF SUPERVISORS:</u></b> Approval of Annual Consolidated Plan including HOME Project Selection and Final Allocations.
May 14, 2004	Year 12 (2003-2004) Annual Plan (Includes HOME Application) due at HUD
May-June, 2004	Staff begin environmental assessments to prepare for Release of Funds
July 1, 2004	Begin 2004-2005 Program Year, earliest possible date for fund release contingent upon congressional release of funds and HUD grant agreement.

MCCD reserves the right to change this schedule if necessary. Applicants will be notified of any change.

**(Applicant should remove and save this section for reference)**

## **16. (HOME PROGRAM REALLOCATION POLICY)**

### **HOME PROGRAM REALLOCATION POLICY**

In the course of administering the HOME Program, Maricopa County Community Development (MCCD) may determine that there are circumstances under which reallocation of HOME Funds is necessary.

When there is a need to reallocate funds, MCCD will first prioritize potential subrecipients according to the following qualifying criteria:

1. Entities that have existing contracts with MCCD.
2. Entities that have unfunded, previously submitted applications from current funding cycle with MCCD.
3. Entities that submit new applications to MCCD as a result of a new RFP process.

Reallocated funding will be awarded to prioritized qualified subrecipients according to the following funding reallocation criteria:

#### **Funding Reallocation Criteria:**

1. Ability to expend reallocated amount.
  - Ability to encumber within time limits.
  - Level of effort in place to appropriately expend amount available.
  - Ability to secure non-federal match.
  - Timely implementation of current and past projects.
  - Current and past monitoring findings.
  - Monthly reporting record.
2. Need
  - Compared to the priorities outlined in the five-year Plan.
  - Degree of urgency.
  - Relative levels of existing funding.

All reallocation actions will be based on the MCCD's staff evaluation utilizing the stated reallocation criteria. Reallocations not exceeding 10% of the original allocation will be amended by Maricopa County Community Development administrative action. Contract amendments exceeding 10% of the original allocation will require the approval of the Maricopa County Board of Supervisors.

**17. (PLANNING SUPPLEMENT)**

**PLANNING SUPPLEMENT**

The following supplements are mentioned for planning purposes only. Website addresses where this information can be obtained are: <http://www.hud.gov/bshelffig.html> and <http://www.huduser.org/datasets/il/fmr00/index.html>. These are the most recent limits set by HUD for various HOME Program funded projects. The applicant, if funded, is responsible for securing the most current limits for project implementation and for use throughout the period of affordability, as applicable. This will be a contractual obligation.

Median Income Limits

Per Unit Subsidy Limits

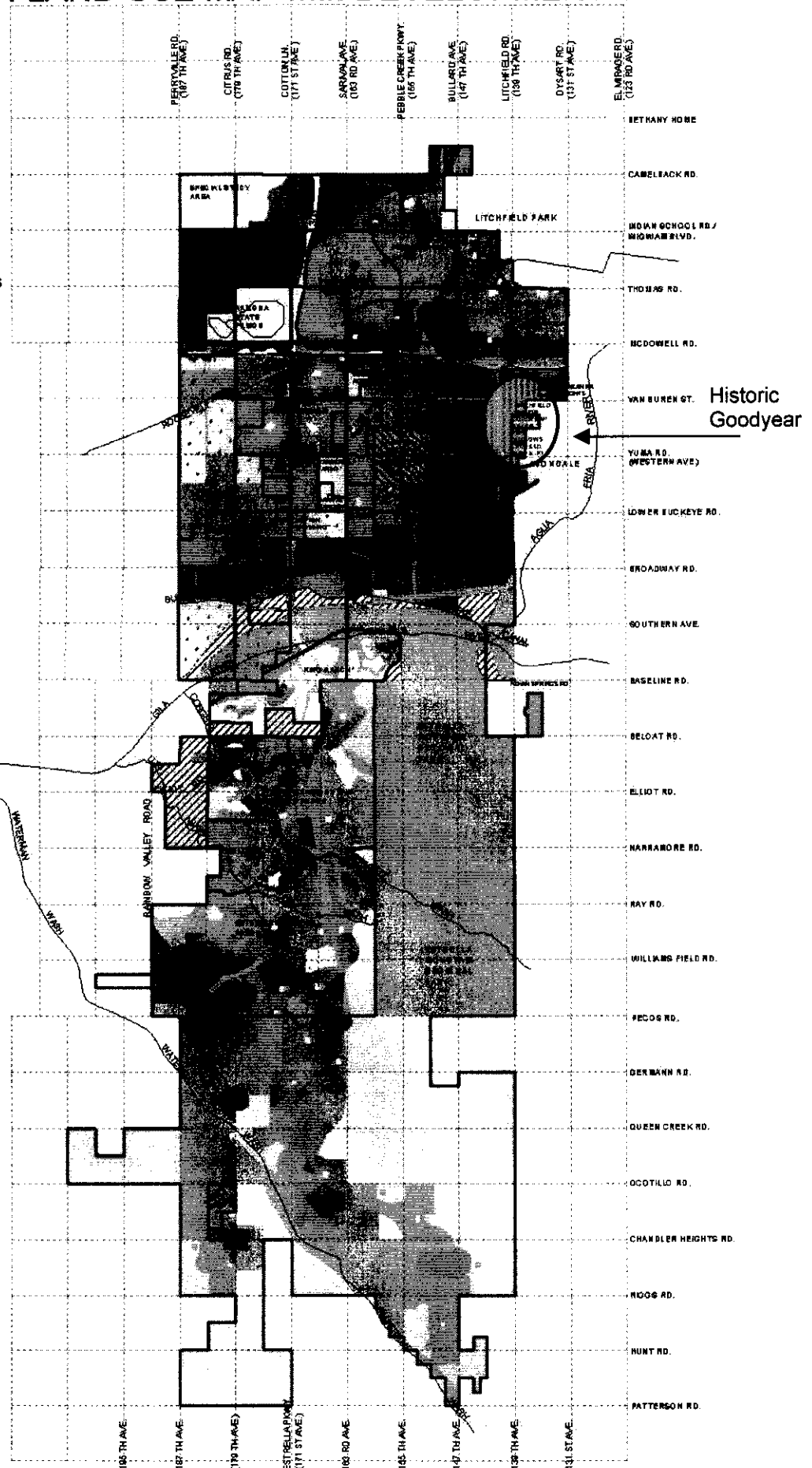
Fair Market Rents

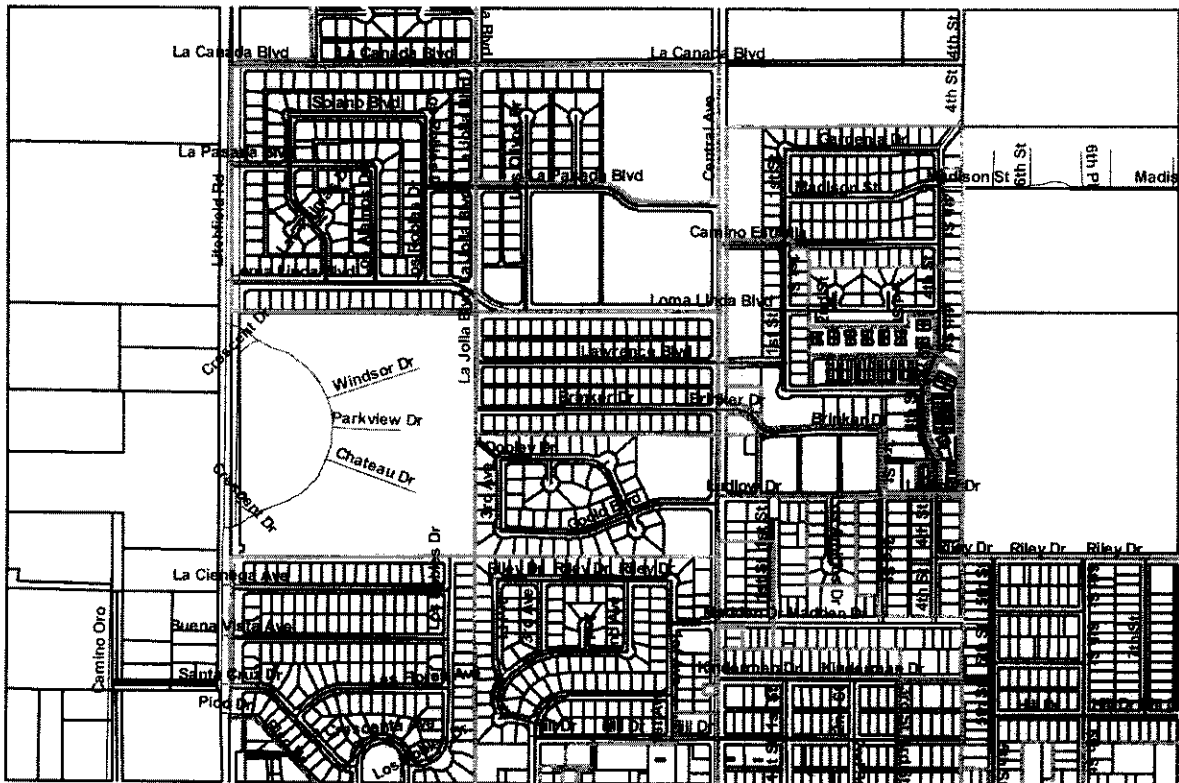
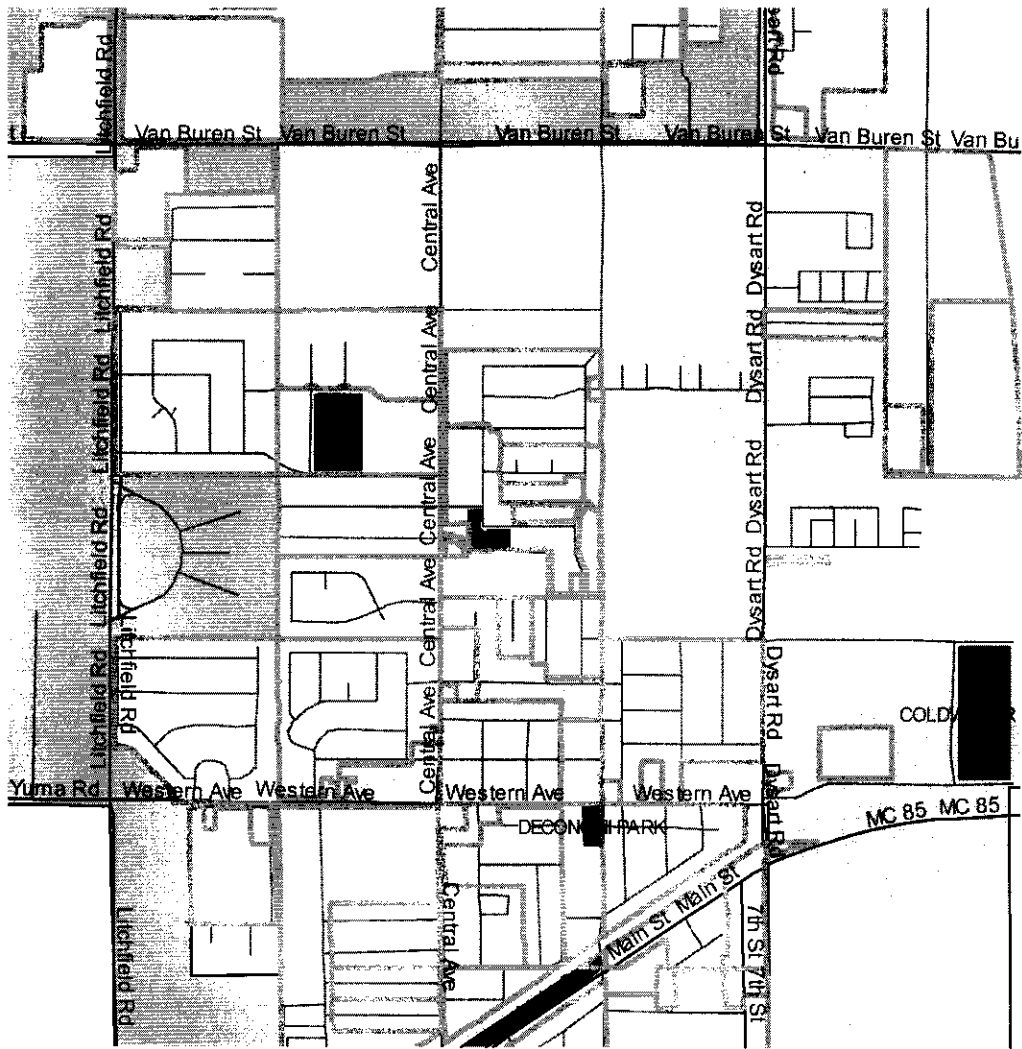
FHA 203 (b) Limits (for purchase price or after rehab value limits)

# **Exhibit A**

## **Maps**







# **Exhibit B**

## **Certification of Compliance**

7. (CERTIFICATION OF CONSISTENCY \*)

URBAN COUNTY CITY OF GOODYEAR  
CERTIFICATION OF CONSISTENCY \*  
WITH THE CONSOLIDATED PLAN

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan. (Type or clearly print the following information:)

Applicant Name: CITY OF GOODYEAR

Project Name: HOME FUNDS Housing Rehabilitation Program 2004-2005

Location of Project: Historic Goodyear area, which includes single family residential property south of I-10, west of Dysart Road, east of Litchfield Road and north of Yuma/Western Road

Name of Urban County City/Town:

Maricopa County, Goodyear

Official of the Urban County City of Goodyear:

Name: Stephen S. Cleveland

Title: City Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\* A jurisdiction's certification that an application is consistent with its consolidated plan means the jurisdiction's plan shows the proposed priorities and projects to be assisted (proposed goals) are consistent with the jurisdiction's strategic plan, and the location of the proposed activities is consistent with the geographic areas specified in the plan.**

FY 2000-'04 MARICOPA URBAN COUNTY CONSOLIDATED PLAN  
COMMUNITY HOUSING ASSESSMENT

I. AFFORDABLE HOUSING NEEDS

A. *SUBSTANDARD DWELLINGS AND THOSE SUITABLE FOR REHAB. (Defined by locality) INDICATE BELOW. Source of Information: Windshield survey conducted for Consolidation Plan*

Community wide

Total Units/Structures Suitable For Rehab By Type      Owner Units   255      Rentals   100

In Housing Service Area

Units/Structures Suitable For Rehab By Type      Owner Units   255      Rentals   100

Define the geographic boundaries of the housing service area   Corporate limits of the City of Goodyear.

B. *1995 HOUSEHOLD INCOME DISTRIBUTION. INDICATE BELOW. Source of Information: 1995 Special Census*

Community Total      0-30% MHI 176    31-50% MHI 232    51-80% MHI 332      95 Median MHI \$41,808

99 Median MHI  
\$46,825

*PREVAILING VACANCY RATES. INDICATE BELOW. Source of Information: 1995 Special Census; survey of Goodyear rental facilities.*

<i>Community Total</i>	Owner Units	<u>13.06%</u>	Rentals	<u>10%</u>
<i>In Housing Service Area</i>	Owner Units	<u>13.06%</u>	Rentals	<u>10%</u>

D. *ESTIMATED AVERAGE VALUE OF OWNER OCCUPIED DWELLINGS. INDICATE BELOW. Source of Information: Tres Realty, Goodyear*

<i>Community Total</i>	New Construction	<u>\$141,000</u>	Resale	<u>\$152,648</u>
<i>In Housing Service Area</i>	New Construction	<u>\$141,000</u>	Resale	<u>\$152,648</u>

E. *AVERAGE PREVAILING RENTS. INDICATE BELOW. Source of Information: \_\_\_\_\_*

Survey of Goodyear Rental Facilities

<i>Community Total</i>	1 Bedroom	<u>\$563</u>	2 Bedroom	<u>\$658</u>	3 Bedroom	<u>\$885</u>
------------------------	-----------	--------------	-----------	--------------	-----------	--------------

<i>In Housing Service Area</i>	1 Bedroom	<u>\$563</u>	2 Bedroom	<u>\$658</u>	3 Bedroom	<u>\$885</u>
--------------------------------	-----------	--------------	-----------	--------------	-----------	--------------

F. OTHER HOUSING NEEDS IDENTIFIED. INDICATE BELOW. Source of Information: \_\_\_\_\_

Community-wide: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the Housing Service Area \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## II. AFFORDABLE HOUSING PROGRAM PLAN

### A. PRIORITIES AND UNITS TO BE ASSISTED

For the next five years (FY 2000-04), indicate housing priorities, the number of units you anticipate to assist, the type of resources you expect to invest, and the clients you intend to serve for the program activities listed below.

PROGRAM ACTIVITY	PRIORITY ASSIGNED	UNITS TO BE ASSISTED	USE OF CDBG	USE OF HOME	OTHER (SPECIFY)	INCOME OF CLIENTS
<u>Housing Service Area</u>						
S/F Rehab &/or Acquisition/Rehab	1	20	X	NO	-	L/M
First Time Homebuyer Support						
S/F New Construction						
M/F Rehab &/or Acquisition/Rehab						
M/F New Construction						
Planning						
Demolition/Site Prep/Clearance	1	5	X	None		L/M
Code(s) Enforcement						
Other						
<u>Community-wide</u>						
First Time Homebuyer Support						
Tenant Based Rental Support						
Preserv. of M/F Units						
Homeless Support						
Supportive House Support						
Other						

B. PROGRAM IMPACTS.

For the priority program activities listed above, indicate the impacts to be achieved in the Housing Service Area from the execution of the program plan over the ensuing five years (FY 2000-'04).

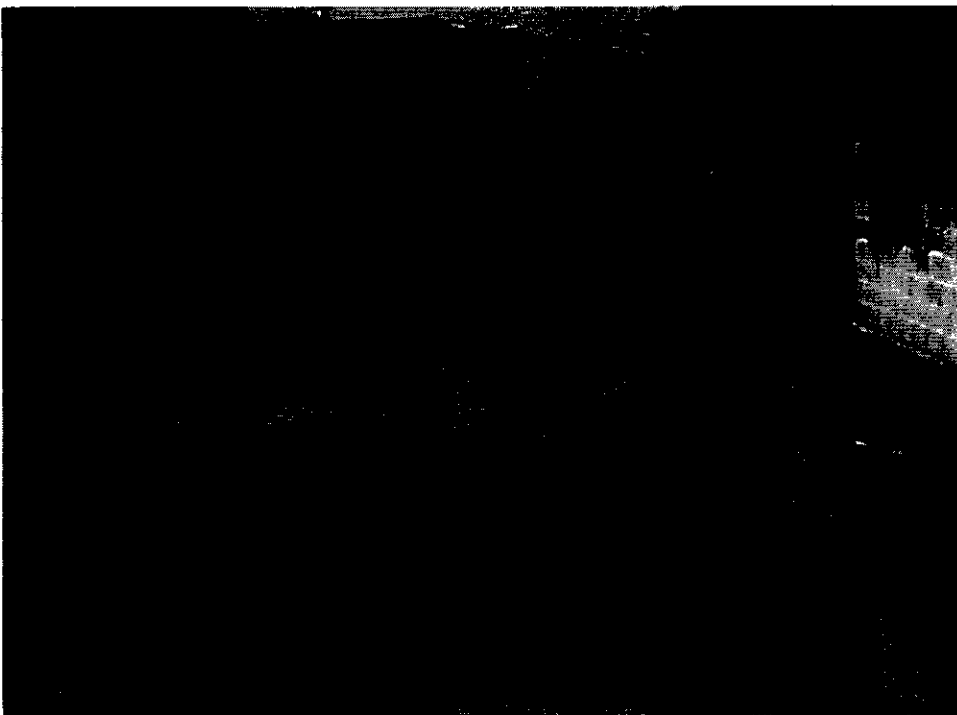
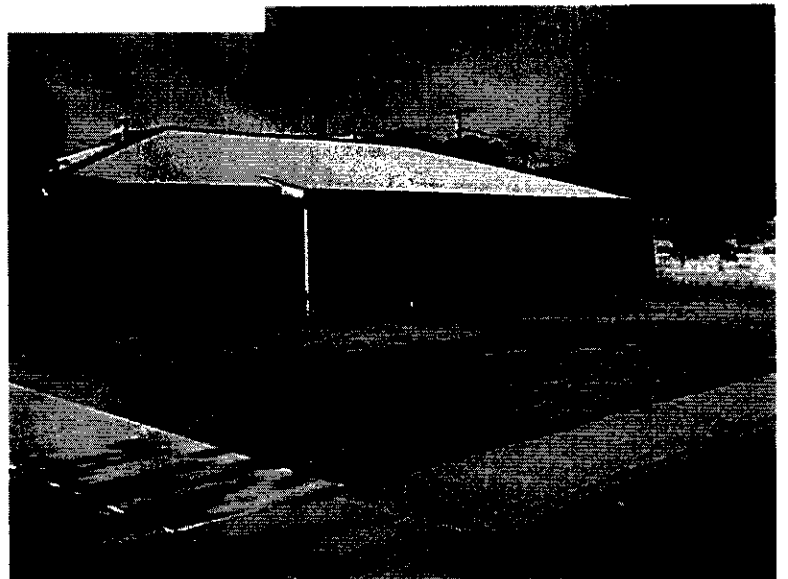
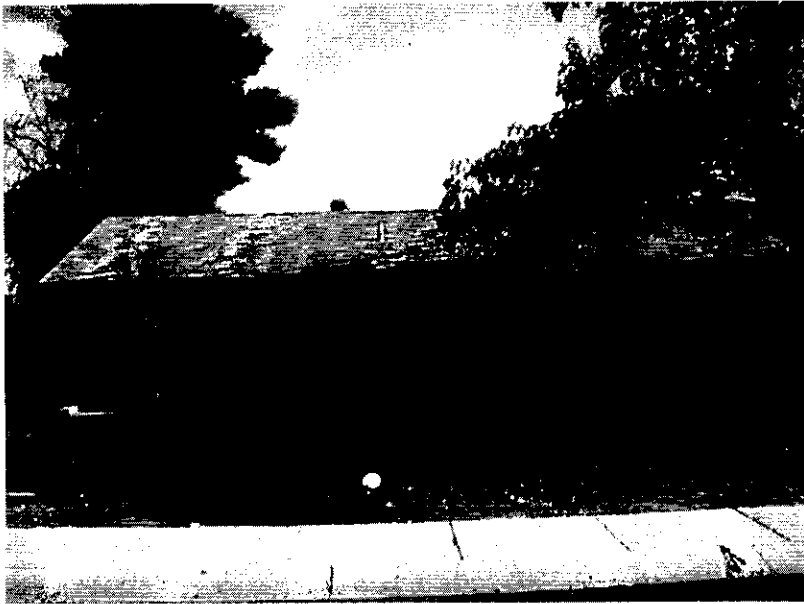
2 % increase in area home sales. 2 % reduction in neighborhood crime rate 3 % increase in area residential assessed valuation. 5 % increase in area sales tax receipts. 5 % reduction in code violations. 5 % increase in average S/F home pricing. 5 No. of unassisted units developed/refurbished. Other: specify \_\_\_\_\_

*Specify Sources of Information To Measure and Monitor Housing Service Area Project Impacts* Goodyear Police Department, Department of Revenue; Local banking institutions Local realtors; Goodyear Finance Department.

# **Exhibit C**

## **Photos**





# **Exhibit D**

# **Program Design**

**City of Goodyear  
Program Design  
GOODYEAR HOUSING REHABILITATION PROGRAM**

**Program Goal**

The primary goal of the City of Goodyear's housing rehabilitation program is to improve the housing stock for low to moderate-income families residing within the target area. This includes upgrading the houses of qualified homeowners to current building code standards and to promote energy conservation. The City uses energy saving/cost efficient building materials, such as dual pane windows with argon gas, foam, and stucco on all exterior walls and installation of the thermostatically controlled master cooler and/or gas pack furnace air conditioning units.

Other program goals include significantly improving the living conditions of low-to moderate-income homeowners, as well as enhancing the aesthetics of the neighborhood. There are four primary objectives to these efforts (1) to stabilize and enhance the neighborhood; (2) to provide safe, sanitary, energy efficient housing for low to moderate income homeowners; (3) to overcome slum and blight conditions by reducing zoning violation; and (4) to increase maintenance standards within the neighborhood. Rehabilitation of two to three homes for the 2004-2005 fiscal year due to the grant funding requiring a City match of 25%, as opposed to 0% in previous years.

Approximately 255 single-family homes or 20% of the homes within the City of Goodyear were identified as substandard in a housing survey conducted by Maricopa County in 1991. The majority of the units are generally located north of Western Avenue, south of Interstate 10, west of Central Avenue, and east of Litchfield Road. According to the 2000 census data, 67% of those persons residing in this area have low to moderate incomes.

Since the City initiated the housing rehabilitation program in 1994, a total of 69 homes have been rehabilitated. In addition, the City will be assisting 2-3 low to moderate-income homeowners in the 2004-2005 fiscal year. With current projected funding, the City estimated that 28% of the 255 substandard homes would be rehabilitated by the end of the Consolidated Plan Year of 2005. Private financing of housing improvements will provide for another means of upgrading existing substandard housing within the target areas. City staff have reviewed private financing for housing improvements with Bank of America officials and refer non-qualified applicants seeking housing improvements to private lending institutions. Combining private funds with the City's housing rehabilitation program, it is estimated that the number of substandard housing units within the target area will be eliminated by the year 2010.

**Program Design**

The Community Development Director is responsible for administrating the City's housing rehabilitation program. Each year of the program the City retains the services of a housing rehabilitation consultant. The housing consultant, working directly under the guidance and direction of the Community Development Director, handles the day-to-day operations of the program. The consultant serves as the main contact person for the City in working with homeowners and contractors. More specifically, the consultant is responsible for overseeing the qualification process, the inspections of prospective projects, and the completion of work write-ups, developing cost estimates, and preparing various project reports. Additionally, the consultant

participates in pre-bid and pre-construction conferences and is responsible for the execution of all agreements with the homeowners and contractors.

The City of Goodyear and its Community Development Department adheres to a strong team concept philosophy and, as such, an active team approach is involved in the development of the job specifications. During the preliminary stages of the work write-ups, a building inspector accompanies the housing consultant on the inspection to each housing unit to ensure that all code-related issues are addressed. All specifications are then reviewed by the Chief Building Official and the Community Development Director for thoroughness and accuracy.

The City's Housing Rehabilitation Specialist received certification in the abatement of lead-based paint. Each house qualifying for assistance will be inspected for lead-based paint, and if necessary the abatement of lead-based paint will be incorporated into the bid specifications. Abatement will be completed in accordance with applicable Federal regulation and rules. Due to the potential cost of performing the abatement procedure for each house, the City has requested \$60,000.00 for the rehabilitation of 2 to 3 homes. Since many of the houses within the target area were constructed in the 40's and 50's, there is a high probability of the need for lead-based paint abatement.

Each project requires a pre-bid conference. A building inspector, along with a potential bidder and the consultant, review the plans and any code issues while conducting on-site inspections of each house. Any changes to the specifications are handled by written addendum, which greatly reduces the need for change orders.

Applications of interest are accepted throughout the year, and placed on a waiting list in order of priority. When the City receives a release of funds, the program is advertised in the local newspaper and the City newsletter to ensure that the maximum number of qualified homeowners are aware of this program. Each year of the program all applications are evaluated for eligibility and rated on income levels and housing conditions. Priority is given to families where the head of the household is a senior citizen and/or has a disability.

Applicants must own and occupy their homes in order to receive benefits. This information will be verified by the appropriate documentation. A committee, composed of a City Council Member and Staff with assistance from the housing consultant, evaluate the applications and rank the applications on a point basis based upon the following criteria:

	<b>Scoring Criteria</b>	<b>Points</b>
<b>Income</b>	Low	2
	Moderate	1
<b>Senior Citizen</b>	Yes	1
	No	0
<b>Disability</b>	Yes	1
	No	0
<b>Housing Condition</b>	Poor	3
	Average	2

Applications that are qualified and cannot be funded in a program year are again placed on a waiting list. The applications on the waiting list are considered, along with new applications at the time the City receives additional funding.

Applicants selected for financial assistance are eligible for loans of up to \$35,000.00. The forgivable loan is reduced at a rate of \$2,000 annually resulting in the term of affordability being 17.5 years on a \$35,000 loan. The terms of the loan require that homeowners adequately maintain their properties. Maintenance includes removal of any debris, salvage, junk cars, and trash in and around the premises, as well as ongoing landscaping maintenance. In addition, the terms provide for homeowners to make a "good faith effort" to maintain and clean the interior of the structure. Prior to signing the forgivable loan agreement, the housing consultant counsels each homeowner on terms and conditions of the loan, as well as the consequences of default of the loan.

The City uses grievance procedures to address any program complaints. Any complaints received are directed immediately to the Community Development Director who, in turn, contacts the housing consultant to intervene and resolve the issue. If the consultant cannot satisfactorily resolve the issue, the Community Development Director will intercede. In those circumstances where the Community Development Director is unable to mitigate the problem, the issue would go before the City Council for a final determination.

Monthly progress reports will be prepared to monitor project results and to determine whether the time schedule is being complied with. City Staff and the Housing Rehabilitation Specialist will ensure that housing units are rehabilitated to current building codes and standards through construction activities. At the end of the project, the number of substandard homes will be reduced by 2-3 housing units, property values should increase by at least 3% as determined by the assessed valuation, and neighborhood crime should be reduced by 2% as evidence of police statistics for the community.

# **Exhibit E**

## **Letter of Commitment**